

- **Phase 1 check-in covers activities required to perform CNIC work on NMCI computers.**
- **Requirements are listed in the order most likely to ensure that IT connectivity and workspace/ equipment set-up will be accomplished before you arrive on site.**
- **All Phase 1 check-in activities should be completed within five business days of your arrival at CNIC HQ.**

PLEASE RETURN THE COMPLETED CHECK SHEET TO THE HQ CHECK-IN/OUT COORDINATOR

Your name:	Expected on-site arrival date:	N-Code reporting to:
Supervisor name:	Supervisor phone:	Building, Room, Cub.:
Sponsor name:	Sponsor phone:	NAF employees check here: <input type="checkbox"/>
Exec. Ass't (EA) name:	EA phone:	(202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325
Work Location: Joint Base Anacostia-Bolling (JBAB) _____ Washington Navy Yard (WNY) _____ Remote site [name of site] _____		

	Requirement	Your Action	Check-In Action Office/POC	Initials/Date
Pre-Arrival REQUIRED				
1	Information Assurance (IA) Training	<p>First: Complete IA training -</p> <p><i>With a Common Access Card (CAC) -</i></p> <ul style="list-style-type: none"> • Via NKO: http://www.nko.navy.mil • Via TWMS: https://twms.nmci.navy.mil/selfservice/online_training/ <p><i>Without a CAC -</i></p> <ul style="list-style-type: none"> • Via DISA: http://iase.disa.mil/eta/iaav10/index.htm <p>Second: Notify N Code EA of completion -</p> <ul style="list-style-type: none"> • If you took IA training via NKO or DISA, fax or e-mail completion certificate to N Code EA • If you took IA training through TWMS, inform EA, who will notify N64 to view your completion certificate 	N64 Information Assurance (IA) Point of Contact (POC) JBAB, Building 168, 3 rd Fl (202) 433-3613, Cubicle (Cub.) #323-13 or (202) 433-3411, Cub. #323-12	
2	SAAR-N Form (OPNAV 5239/14; Rev 9/2011) <i>This form replaces OPNAV 5239/14 Rev 7/2008, which is now OBSOLETE</i>	<p>All CNIC HQ personnel must submit a System Authorization Access Request-Navy (SAAR-N) form</p> <p>The SAAR-N can be completed & forwarded electronically on a CAC-enabled computer:</p> <ul style="list-style-type: none"> • Activate JavaScript on the computer • Once you have called up the SAAR-N, click "ENABLE ALL FEATURES" above first screen page of form <p>Question-by-question SAAR-N instructions are included on the SAAR-N form following Block 33b</p> <p>CNIC-specific guidelines are set out below</p> <p>First: Complete preliminary section -</p> <ul style="list-style-type: none"> • TYPE OF REQUEST - Select "INITIAL" • DATE - Enter date you are completing form • SYSTEM NAME - Enter "NMCI" • LOCATION - Enter CNIC HQ location (Washington Navy Yard or Anacostia) or name of remote CNIC HQ site <p>Second: Complete Part I -</p> <ul style="list-style-type: none"> • Enter required information in Blocks 1-9 • If you have taken Information Assurance training, complete Block 10 now • If not, follow guidelines for requirement #1, above, then complete Block 10 <p>Third: Complete <i>User Agreement</i> section of Part II (skip Blocks 11-21) -</p> <ul style="list-style-type: none"> • Read <i>User Agreement & User Responsibilities</i> 	N64 Information Assurance (IA) POC (see contact info above)	

		<p>(Block 22)</p> <ul style="list-style-type: none"> If you are working on-screen at a CAC-enabled computer, type name in Block 23, click Block 24 to bring up digital signature box, click SIGN, then enter date in Block 25 Otherwise, print out form & fill in Blocks 23-25 <p>Fourth: Forward form for CNIC supervisor signature-</p> <ul style="list-style-type: none"> If completing form on a CAC-enabled computer, click gray E-MAIL SUBMIT tab on SAAR-N screen & e-mail form to CNIC supervisor Otherwise, bring hard copy to on-site check-in 		
3	Common Access Card (CAC)	<p><i>You must have a valid CAC to complete check-in</i></p> <p>If your CAC is not up to date, contact your current organization's Security Office for assistance</p> <p>If you are applying for a new civilian Navy CAC, see "Pre-Arrival IF APPLICABLE" requirement 9c below</p>	<p>To update CAC: Current Org</p> <p>To obtain new Navy CAC: See Requirement 9c, below</p>	
4	Security Forms & Briefing	<p>Complete security requirements 4a-c below</p> <p><u>Note:</u> CNIC personnel working at remote HQ sites must check in with local CNIC HQ Security POCs</p>	<p>N00C HQ Security Office (see contact info at #12 below)</p> <p>Local CNIC HQ Security POC</p>	
4a	<ul style="list-style-type: none"> Security Check-In & Request for Access 	Print out, fill in personal information, & bring form to on-site check-in for supervisor's signature & HQ Security sign-offs		
4b	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement 	Print out form & bring when you report to HQ Security for witnessed signature		
4c	<ul style="list-style-type: none"> DoD Initial Security Awareness Indoctrination Briefing 	<p>First: Read <i>DoD Initial Security Awareness Indoctrination</i> at: https://www.cnatra.navy.mil/docs/INITIAL_SECURITY_BRIEFING.pdf</p> <p>Second: Print out certificate of completion, sign, & submit to HQ Security during on-site check-in</p>		
5	Name Tag	Notify your CNIC HQ Sponsor or N Code EA of how name should appear on name tag (call, e-mail, or submit a completed <i>Name Tag</i> form)	N Code Sponsor or N Code EA	
6	Workspace, Computer, & Desk Phone Set-Up	Contact your CNIC N Code EA to obtain your workspace location & telephone number	N Code EA	
Pre-Arrival IF APPLICABLE				
7	IF you have a Government Travel Card	Contact your current organization's government travel card representative to deactivate account there	Your current organization's Government Travel Card Rep	
8	IF your CNIC HQ position requires your Top Secret clearance	Print out <i>Personal Attestation Upon the Granting of a Security Clearance and/or Access</i> form & bring to HQ Security during on-site check-in	<p>N00C HQ Security Office (see contact info at #12 below)</p> <p>Local CNIC HQ Security POC</p>	
9	IF you do not currently hold a valid CNIC-issued civilian Common Access Card	<i>Follow the guidelines that pertain to your current CAC status (9a-c below)</i>		
9a	<ul style="list-style-type: none"> IF you hold a valid civilian CAC issued by another Navy component 	<p>First: Turn in your CAC to the security office at your current government organization</p> <p>Second: Follow the guidelines for new Navy civilian CAC application (9c below)</p>		
9b	<ul style="list-style-type: none"> IF you hold a valid civilian CAC issued by another DOD organization 	<p>First: Turn in your CAC to the security office at your current government organization</p> <p>Second: Follow the guidelines for new Navy civilian CAC application (9c below)</p>		
9c	<ul style="list-style-type: none"> IF you are applying for a new Navy civilian CAC 	<p>Complete requirements for obtaining the security clearance level for the position you will fill at HQ</p> <p>Contact HQ Security for further guidelines & assistance if needed</p>	<p>N00C HQ Security Office (see contact info at #12 below)</p> <p>Local CNIC HQ Security POC</p>	
On-Site REQUIRED				
10	N Code Supervisor Signatures	<p>First: Obtain N Code supervisor's signature on <i>Security Check-In & Request for Access</i> form</p> <p>Second: Ensure that N Code supervisor has signed your SAAR-N -</p>	N Code Supervisor	

		<ul style="list-style-type: none"> If you worked the SAAR-N on a CAC-enabled computer & electronically forwarded it to your supervisor, validate that supervisor digitally signed & forwarded form to HQ Security Otherwise, have supervisor complete SAAR-N Part II Blocks 11-21 in hard copy now 		
11	Total Workforce Management Services (TWMS) Record	<p><i>You must have an established TWMS record to complete daily muster & required training, & for access to CNIC Gateway 2.0</i></p> <p>Meet with your N Code EA & provide required information for EA to create "gain" record in TWMS</p>	N Code EA	
12	HQ Security Sign-Offs	<i>Check in with HQ Security for required sign-offs & witnessed signature (12a-f below)</i>	N00C HQ Security Office WNY, Building 46 (202) 433-9688, Room 100 (202) 433-9687, Cub. #13 Local CNIC HQ Security POC	
12a	<ul style="list-style-type: none"> SAAR-N Form (OPNAV 5239/14 Rev 9/2011) 	<p>If your supervisor completed & signed a hard copy of your SAAR-N, submit the form now</p> <p>If you did not digitally sign the SAAR-N you e-mailed to your N Code supervisor during pre-arrival activities, manually sign hard copy for HQ Security now</p>		
12b	<ul style="list-style-type: none"> Security Check-In & Request for Access 	Submit completed form signed by your N Code supervisor		
12c	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement 	Have signature witnessed by HQ Security		
12d	<ul style="list-style-type: none"> DoD Initial Security Awareness Indoctrination Briefing 	Submit signed certificate of completion		
12e	DoD / Pentagon Requirement	<p>Navy military personnel & Department of Navy civilians must read & sign "Acknowledgement – Visitor, No Escort Required Building Pass" & "Security Awareness Briefing Objectives"</p> <p>These forms are two sides of a single document; contact your N Code EA or the HQ Check-In/Out Coordinator to obtain a copy</p> <p>First: Read both sides of document</p> <p>Second: Sign & date both sides of document, & submit to HQ Security</p>	N Code EA or HQ Check-In/Out Coordinator	
12f	<ul style="list-style-type: none"> Other 	See "On Site IF APPLICABLE" requirements 13, 14, & 15, below		
On-Site IF APPLICABLE				
13	IF your CNIC HQ position requires your Top Secret clearance	Bring <i>Personal Attestation Upon the Granting of a Security Clearance and/or Access</i> form to HQ Security for completion & witnessed signing	N00C HQ Security Office (see contact info at #12 above) Local CNIC HQ Security POC	
14	IF you will be working in Anacostia Building 168	Contact HQ Security Office or N64 Information Assurance POC to ensure that your CAC has been entered into the Enabler system for before/after-hours building access	Primary – N00C HQ Security Office (see contact info at #12 above) Back-up – N64 POC (see contact info at #1 above)	
15	IF you will be working in Washington Navy Yard Building 111 SIPR Café	<p><i>SIPR Café forms are posted on the NMCI share drive; contact your N Code EA or the HQ Check-In/Out Coordinator to access these forms</i></p> <p>First: Review <i>Process for Gaining Access to SIPR Café</i></p> <p>Second: Read <i>CNIC SIPRNET User Agreement</i></p> <p>Third: Print out second page of user agreement, complete, & submit to HQ Security Office</p> <p>Fourth: Read <i>NATO Security Brief Training</i></p> <p>Fifth: Print out <i>NATO Briefing Certificate Signature Cards</i>, complete, & submit to N64 SIPRNet Support POC or HQ Security Office</p>	Primary – N64 POC Anacostia, Building 168, 3 rd Fl, Cub. #13 (202) 433-3613 Secondary – N00C HQ Security Office (see contact info at #12 above)	
16	IF your new civilian CAC is pending	Your SF-50 must be processed & cleared by CNIC HRO (Human Resources Office) before you can receive a CAC; this can take up to 10 business days from the day of your arrival on site at CNIC HQ		
17	IF you wish to obtain CAC	Once your SF-50 is processed, you may obtain your	Washington Navy Yard CAC Office	

CNIC HQ **CIVILIAN** CHECK-IN

Phase 1

	on site	<p>CAC at Washington Navy Yard (WNY) CAC Office or Joint Base Anacostia-Bolling (JBAB) CAC Office</p> <p>WNY CAC Office Hours: Mon.-Fri. 0530-1630</p> <p>JBAB CAC Office Hours: Mon.- Fri. 0730-1500</p> <p>Walk-ins are accommodated until 1500; appointments can be made at http://appointments.cac.navy.mil</p> <p><u>Note:</u> You will need to produce two forms of identification in order to complete your CAC application</p>	<p>O Street Gate, Visitor Center Building 126 (202) 685-1208</p> <p>Joint Base Anacostia-Bolling CAC Office Building 92 (202) 433-4012</p>	
18	IF you are filling a Testing-Designated Position (TDP)	<p>You should already have information on your responsibilities in filling a drug-test-required position</p> <p>Report to the CNIC HQ Drug Program Coordinator (DPC) for guidelines on immediate requirements</p>	<p>Drug Program Coordinator (DPC) JBAB, Building 168, 3rd Fl, Cub. #325-05 (202) 433-4983</p>	
	Phase 1 Check-In Complete	Return this initialed check-in form to the HQ Check-in/Out Coordinator	N00C HQ Check-In/Out Coord. WNY, Bldg 111, Ste 101, Cub. #258; (202) 433-0832	